

## LOCAL GOVERNMENT SUSTAINABILITY DIRECTOR – JOB DESCRIPTION

*This job description was developed from a 2011 survey of 82 members of the Urban Sustainability Directors Network. It is not a model job description, because there is so much variation in the responsibilities and competencies of local sustainability directors. Instead, it is a standard template that offers composite descriptions.*

**Generic Title:** Director of Sustainability Office of City or County

### Local Title

May vary – including Chief Sustainability Officer, Sustainability Coordinator, Environmental/Energy and Sustainability Manager, Facilities and Sustainability Manager, Director of Sustainability and Strategic Planning, Director of Sustainability and Long-term Planning, Climate and Sustainability Program Coordinator, Manager of Urban Design, Director of Environmental Planning, Environmental Initiatives Program Manager, Director of Natural Resources Department, Director of Environmental Quality, City Planner.

### Job Definition

Is responsible for managing, coordinating, facilitating, and advising the development, implementation, monitoring, and improvement of local government policies, programs, and initiatives that promote local environmental, energy, economic, and social sustainability.

### Reporting Structure

Typically reports to Mayor, City/County Manager and/or City/County Council. May be a staff position within mayor/manager/council office, or a department director, deputy director, or staff position within a department or agency taking lead on local sustainability.

### Examples of Work:

- Lead the planning of city/county sustainability initiatives and programs.
- Directly manage sustainability initiatives and programs.
- Facilitate collaboration of interdepartmental/agency task forces, teams, and working groups.
- Administer the city/county local sustainability office, staff, and budget.
- Coordinate department/agency directors/managers in managing, measuring, and monitoring sustainability initiatives and programs.
- Advise and respond to elected officials about sustainability issues.
- Conduct policy analysis, development & advocacy.

- Promote sustainability with employees in the government and as a part of the government's culture.
- Communicate sustainability goals and progress to the public.
- Develop and implement sustainability measuring and monitoring systems.
- Engage with state and/or federal governments, and/or other local governments in region.
- Engage with community and/or interest/stakeholder groups (e.g., neighborhood organizations, environmental advocates).
- Engage with vendors of sustainability technology, equipment, tools, etc.
- Fundraising (grant development) for sustainability office and projects.

## **REQUIREMENTS:**

### **Education**

Graduation from an accredited college or university with a Master's degree in relevant field: planning, environmental science, sustainable business, engineering, public administration/policy.

### **Experience**

Three to five years of experience in the field of urban sustainability, working professionally in the government, business, consulting, nonprofit, and/or academic sectors.

### **Knowledge and Abilities**

- Knowledge of current models and programs for urban sustainability, including federal and state policies and measurement/monitoring of sustainability.
- Knowledge of climate change science, principles of energy and environmental management, social behavior change, and economic development.
- Knowledge of public administration and public policy development, including government financing mechanisms and intergovernmental relations.
- Knowledge of organization-change management strategies and methods.
- Ability to direct/support systems analysis, strategic planning processes, organization development processes.
- Ability to effectively analyze and develop programs, policies, and initiatives.
- Ability to manage projects and administer programs and/or an Office of Sustainability and supervise staff, and to coordinate programs with other administrative offices.
- Ability to develop positive relations with other departments and agencies, and elected officials, and to facilitate collaborative planning processes.
- Ability to develop performance measurement systems and initiate continuous improvement processes.

**Salary Range:** Varies considerably, depending on position's responsibilities and size of city, from about \$125,000-\$150,000 for a city department director to about \$40,000-\$50,000 for a city staff position. Average salary for the position is \$70,000-\$80,000.

Job Title: <b>SUSTAINABILITY DIRECTOR</b>			
Job Code Number: <b>000888</b>	FLSA: <b>Exempt Adm.</b>	EEO CODE: <b>1</b>	Pay Level: <b>005</b>

### **JOB SUMMARY:**

Under direction of the Mayor, this position will work with City staff, department directors, and elected officials to better evaluate and integrate long-term economic, environmental, and social considerations into City plans, actions, and expenditures. Incumbent creates and maintains a sustainability management system by setting targets and objectives that focus on the City's triple bottom line of economic prosperity, environmental quality, and social justice. Works with City departments to continuously reduce the environmental impacts of City facilities, operations, and services. Ensures that the City is in compliance with federal, state and local environmental regulations.

### **ESSENTIAL DUTIES:**

1. Prepares and updates an annual sustainability-management-planning agenda for the City;
2. Prepares and manages the budget for the Division, authorizes expenditures and enters into contracts for professional services in accordance with the budget. Develops and manages sustainability programs.
3. Gathers and measures data regarding environmental and economic progress on the effectiveness of environmental programs.
4. Manages and directs work of staff to ensure productivity and efficiency within the department.
5. Works with nonprofit organizations and the business community to identify and pursue opportunities to accelerate the adoption of sustainable practices throughout the community and region.
6. Enters into agreements with other agencies that are necessary to implement programs to carry out the responsibilities of the office, applies for grants and donations, and solicits and uses volunteer services.
7. Serves as the City's representative to boards, commissions and organizations engaged in issues pertaining to sustainability and environmental management.
8. Administers all rules and ordinances pertaining to the City's sustainability program.
9. In collaboration with the Mayor's Communication Director, responds to media requests for comment on environmental issues or documents.
10. Reports to the Mayor and City Council on the City's overall performance in meeting sustainability objectives.

**MINIMUM QUALIFICATIONS:**

1. Master's degree in Public Policy, Business Management, Environmental Planning, or related field, and 10 years' progressive experience in the implementation and management of projects; five of them in a public agency setting.
2. Demonstrated success in large-scale, corporate-wide program management efforts related to complex, competing sustainability and organizational management issues. Highly effective collaboration and communication skills as needed to gain support and interdepartmental cooperation on complex, corporate-wide sustainability issues.
3. Thorough knowledge of management research methods, current public administration practices, public affairs, intergovernmental coordination, climate science, environmental compliance, budgeting, and current legislative and regulatory initiatives.
4. Ability to build a responsive, well trained team of sustainability professionals within City Administration, who can mitigate individual department sustainability issues and work cooperatively on large-scale, city-wide sustainability management.

**DESIRED QUALIFICATIONS**

1. Specific experience in the use of International *Organization for Standardization (ISO)* management systems to support the management, evaluation, measurement, and completion of planning and environmental projects is preferred.
2. Five years direct experience with managing a sustainability program for a municipality.

**WORKING CONDITIONS:**

1. Light physical effort. Intermittent sitting, standing and walking. Comfortable working conditions.
2. Considerable exposure to stress resulting from complex problem solving, political deadlines, and liaison work between City departments, Mayor's Office, and community groups.

**A TEN-YEAR PERSONAL, CRIMINAL AND EMPLOYMENT BACKGROUND CHECK IS REQUIRED FOR THIS POSITION.**

The above statements are intended to describe the general nature and level of work being performed by persons assigned to this job. They are not intended to be an exhaustive list of all duties, responsibilities and skills required of personnel so classified. All requirements are subject to possible modification to reasonably accommodate individuals with disabilities.

<b>Approved by:</b> Lyn Creswell		<b>Date:</b> January 18, 2008
<b>Title:</b> CAO		<b>Department:</b> Management Services
<b>HR Approval:</b> RH		New Job: <input checked="" type="checkbox"/>

Fourth Floor, City-County Building, 414 Grant Street, Pittsburgh, PA 15219  
Hours of Operation: Monday through Friday, 7:30 A.M. through 4:45 P.M.

<http://www.city.pittsburgh.pa.us/personnel>  
Application Questions: 412-255-2710

Jobline Phone Number: 412-255-2388  
Civil Service Commission: 412-255-2705

EQUAL OPPORTUNITY EMPLOYER

Employment Announcement for the position of: **SUSTAINABILITY COORDINATOR**

Applications will be accepted online from //08 through the filing deadline of //08

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## **APPLICANT REQUIREMENTS**

### **General Application Requirements:**

You must submit or show proof of all of the following at the time of filing your application (unless otherwise indicated below) or your application may be disqualified.

- A completed online City of Pittsburgh Employment Application, including your online Employment Profile Data (Education and Work Experience).
- Completed online City of Pittsburgh Supplemental Form questions for this position.
- A resume.
- The City of Pittsburgh, as a matter of policy, conducts a pre-employment and promotional background investigation on all applicants being considered for positions. Applicants may be disqualified from consideration based on the results of their background investigation (as it relates to the job for which the applicant is being considered).
- Applicants must become residents of the City of Pittsburgh prior to employment and remain a resident throughout employment.
- A current, valid Class C Pennsylvania Motor Vehicle Operator's License at the time of filing application or prior to appointment, which must be maintained throughout employment.

Written requests for a special accommodation on the basis of the Rehabilitation Act of 1973 and the Americans with Disabilities Act will be considered by the Department of Personnel and Civil Service Commission on an individual basis.

### **Qualifying Requirements:**

Your City of Pittsburgh application will be reviewed and your work experience and education/training will be evaluated to determine if you meet the qualifying eligibility requirements listed below for this position. You will be sent an eligibility letter regarding your eligible/ineligible status.

- **WORK EXPERIENCE:** The application must clearly show three years of full-time experience in environmental science including working with green policies, climate protection initiatives and LEED certifications. (Full-time is defined as 32 hours or more per week. Less than full-time experience will be calculated on a pro-rated basis.)
- **EDUCATION/TRAINING:** The application must clearly show a Bachelor's Degree in Environmental Science. Master's degree preferred.
- **EQUIVALENCY:** Education/training and/or work experience may be substituted on a year for year basis if the application clearly shows the required number of years to meet the Total Qualifying Requirement for this position (based on the sum of work experience and education/training listed above). The Total Qualifying Requirement is seven (7) years.

### **Civil Service Examination(s):**

If you meet the qualifying requirements listed above, you will be sent a letter of admission (when applicable) for the following examination(s). You must pass the written and/or performance examination(s) in order to have your name placed on the official Civil Service eligibility list for this position. Candidates who receive job offers must pass a medical examination (when applicable) prior to start date.

- **Written:** None required for this position.
- **Performance:** None required for this position.
- **Medical:** None required for this position.

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## **POSITION SUMMARY**

**Department:** Mayor's Office

**Salary:** \$45,347 per year

**Union:** None, this is a non-union position.

**Union Bid Form:** None required.

**Civil Service Classification:** Non-Competitive

(Continued on other side)

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**POSITION DESCRIPTION**

**Position Duties:**

- Coordinate the implementation of City-wide strategy to promote sustainable and green practices for the City of Pittsburgh.
- Identify effective methods and policies (through benchmarking and other methods) to increase the number of City owned buildings able to achieve Leadership in Energy and Environmental Design (LEED) certification.
- Identify effective methods and policies (through benchmarking and other methods) to increase the number and success of businesses involved in green enterprises.
- Provide support and leadership to continually move the City to embrace innovative and sustainable practices.
- Work with community groups seeking City assistance in integrating green building design principles into project plans.
- Promote the City's green movement locally, statewide, and nationally to gain recognition.
- Assist City departments in understanding the latest green building technologies and trends and how to easily integrate them into day-to-day work practices.
- Identify effective methods and policies (through benchmarking and other methods) to increase the use of energy efficient products and engineering in housing development and home improvement efforts.
- Develop and implement systems to track and monitor efforts across City departments, including developing maps of new, planned and existing green buildings,
- Serve as an outreach coordinator to build strong relationships with partner organizations and field experts and develop education materials for contractors and homeowners.
- Serve as a key person in the City's outreach to other City government entities.
- Maintains records, both manually and by computer, and prepared accurate reports.
- Performs activities and functions of related lower-level personnel as assigned or required.

**Knowledge/Abilities**

**Considerable knowledge of:**

- Developing, promoting, implementing and coordinating energy conservation programs
- Monitoring, updating and advancing climate protection plans.
- Current regulations (e.g. Federal Energy Regulatory Commission, PUC, DOE).
- Policies, procedures, requirements and guidelines for grant writing and review.

**Some knowledge of:**

- Systems analysis and problem solving techniques and practices.
- Project management techniques.
- The principles and practices of public administration and supervision.
- Operating and capital budgets.

**Ability to:**

- Relate complexities to individuals; think critically and strategically.
- Present information clearly to groups of varying sizes and backgrounds.
- Supervise, monitor, evaluate and direct the work of assigned personnel.
- Foster and model an effective customer service environment.
- Provide management and direction in an environment of change; willingness to make difficult and challenging decisions.
- Work in an environment of racial, cultural and demographic complexity.
- Provide clear expectations and directions; foster creativity and problem-solving.
- Accurately estimate time, materials, and cost involved in providing renewable energy programs.
- Anticipate problems and find and apply workable solutions.
- Establish and maintain records and prepare accurate reports, etc., both manually and through automated methods.
- Communicate effectively, both orally and in writing.
- Establish and maintain effective working relationships with supervisors, associates, outside agencies and the general public.

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**POSITION WORKING CONDITIONS/PHYSICAL DEMANDS** *(Include but are not limited to)*

**Lifting:**

- Rarely 0-20 pounds

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**POSITION BENEFITS**

**Full-time City employees receive a comprehensive benefit package including:**

- Health, Dental and Vision Benefits
- Pension
- Voluntary Deferred Compensation Plan
- Tuition Reimbursement
- Paid Holidays
- Paid Vacation
- Personal Days

(Benefits may be modified based on collective bargaining unit terms.)

<b>*Department</b>	<b>General Services</b>
<b>*Division:</b>	
<b>Position/Title:</b>	<b>Sustainability and Outreach Coordinator</b>
<b>Grade:</b>	<b>12</b>
<b>Category:</b>	<b>Full-time</b>

#### **Full Description of Job:**

### **SUSTAINABILITY AND OUTREACH COORDINATOR - 495**

**Department:** General Services

**Reports To:** Director of General Services

**FLSA Status:** Exempt

**Prepared By:** Department of Human Resources

**Date last Reviewed:** 12/2013

#### **SUMMARY**

Promotes various aspects of sustainability within the organization and the community through the development of educational information and speaking engagements, increasing public awareness of technologies and practices to improve energy efficiency and conserve natural resources. Under the general supervision of the Director of General Services & Sustainability, researches, analyzes and recommends options that support the city's efforts to create an environmentally sustainable community. Coordinates events, develops communications and promotes Public Works and General Services programs.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other duties may be assigned.

Coordinates public communication of the city's Clean & Green program, as well as other Public Works and General Services programs to include content of webpages and social media channels, and RVTV segments; serving as a media contact

Promotes Adopt-A-Street and Beautify Roanoke Interchanges through Enhancement (BRITE) programs

Establishes and maintains presence among neighborhood organizations, community events and schools, addressing various issues (i.e. solid waste and recycling program requirements, storm water management communication plan)

Coordinates special events, local conferences and expositions for Public Works and General Services Departments (i.e. Equipment Rodeo, National Public Works Week,



Earth Day)

Provides assistance with Leadership in Energy and Environmental Design (LEED) project certifications

Evaluates and reports on internal actions aimed at reducing energy use

Generates interest and support for energy reduction and overall environmental sustainability through presentations and community interactions

Researches and prepares applications for funding and resources to implement sustainability initiatives including grant opportunities

Coordinates Public Works accreditation program

Develops and disseminates department wide communications for Public Works

### **SUPERVISORY RESPONSIBILITIES**

This job has no supervisory responsibilities.

### **QUALIFICATIONS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### **EDUCATION and/or EXPERIENCE**

Bachelor's degree from four-year college or university in environmental science, engineering, urban planning, public policy or a related field; and two years of experience with sustainability programs; or equivalent combination of education and experience.

### **LANGUAGE SKILLS**

Ability to read, analyze, and interpret professional journals, complex reports, and governmental regulations. Ability to respond effectively to inquiries or complaints from citizens, members of the business community, state and federal grant agencies, city officials and employees orally and in writing. Ability to make effective and persuasive presentations to city council, management, and public groups. Strong communication skills are essential.

### **REASONING ABILITY**

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to solve problems, interpret an extensive variety of technical information and deal with several abstract and concrete variables. Ability to identify key stakeholders and create teams to solve complex issues. Ability to think strategically.

**CERTIFICATES, LICENSES, REGISTRATIONS**

May be required to possess a valid appropriate driver's license issued by the Commonwealth of Virginia.

**PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand; walk; sit; use hands to finger, handle, or feel; and reach with hands and arms. The employee must regularly lift and/or move up to 10 pounds. Specific vision abilities required by this job include ability to adjust focus.

**WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is occasionally exposed to outside weather conditions. The noise level in the work environment is usually moderate.

This is a job description and not an individualized position description. A job description defines the general character and scope of duties and responsibilities of all positions in a job classification, but it is not intended to describe and does not necessarily list the essential job functions for a given position in a classification.

## CHIEF SUSTAINABILITY OFFICER – City of Austin

The City of Austin, Texas (pop. 770,000), a world class city located in the Texas Hill Country and known for its lakes, parks, music and high tech/college town vitality is seeking to fill the position of **Chief Sustainability Officer**. This executive position will report to the City Manager's office and will work with city departments in the development, coordination, and administration sustainability policies and practices for the City of Austin. Position will establish a citywide sustainability program that includes assessing the impact of sustainability practices to the City and community at large, while balancing the City's shared objectives for a healthy environment, an excellent quality of life, and continued economic vitality. Austin is already considered one of the most environmentally conscious communities in the country.

The new Chief Sustainability Officer will develop a comprehensive policy and a strategic plan that encompasses current and long-term environmental initiatives and moves Austin towards the next step to a more environmentally sustainable future. Working collaboratively with departments, the highly approachable leader will coordinate activities that evaluate, enhance, and develop programs and metric systems that will monitor and assess progress towards achieving desired goals at all appropriate organizational levels.

The ideal candidate will be passionate and understand current concepts of conservation and will have an understanding of sustainable technology as it relates to energy, waste, carbon emissions, green building and other areas of sustainable development.

The position will require a skilled facilitator to work with boards and commissions to develop strategic direction, build partnerships with the community and government agencies, and establish a citywide sustainability marketing and educational programs that inspires the community to embrace environmental sustainability practices.

The ideal candidate will have a Bachelor's Degree from an accredited four-year college or university with major coursework in Business Administration, Public Administration, Environmental Management, Environmental Science, Environmental Engineering, Urban Planning, Architecture, or another job related field and seven (7) years of sustainability related experience with a minimum of 2 years in a managerial capacity. A Masters degree may substitute for 2 years of sustainability related experience.

Salary is commensurate with experience. The City of Austin offers a comprehensive benefits package. Interested applicants should forward a cover letter and resume to [resumes@affionpublic.com](mailto:resumes@affionpublic.com), **Reference: Austin CSO**. View position profile at <http://www.affionpublic.com>